



## Trade Stands - International Ceramics Festival 2023

30<sup>th</sup> June - 2<sup>nd</sup> July 2023



**BOOK NOW! Application form attached.**

Please find attached further information and booking details for trade stands at the 2023 Ceramics Festival.

Trade stands have become an increasingly valuable part of the Ceramics Festival. They offer visitors the unique opportunity to purchase materials and equipment directly from suppliers and they in turn get to display and demonstrate new products and services. We also welcome trade stands from ceramic institutions such as galleries and courses teaching ceramics and 3-D design. We aim to provide a variety of trade stands for the visitors experience to include: ceramic supplies and materials, services and information; ceramic publications and books, and much more! The festival attracts over 1000 visitors every year.

### **To Book a Stand:**

1. Please read all details relating to 2023 trade stands at the festival.
2. Please fill in the attached booking form, or download one from our website [www.internationalceramicsfestival.org](http://www.internationalceramicsfestival.org)
3. Trade Stand booking close on the **1<sup>st</sup> April 2023**.
4. Complete a risk assessment and return by **14<sup>th</sup> April 2023**
5. Supply a Certificate of Public Liability insurance covering the period 30<sup>th</sup> June - 2<sup>nd</sup> July 2023 by **14<sup>th</sup> April 2023**

### **TRADE STAND & ADVERT INFORMATION 2023**

*Please read carefully to make sure you do not miss any important information.*

**Trade Stand Location:** Trade Stands will be housed in the marquee on the grassy area at the back of the Arts Centre. It will have carpeted timber flooring and electricity.

**Trade Stand Opening Hours;** These will be 9am-6pm. Please specify if you want to open later in the evening as we may allocate an area especially for those stands that want to stay open until 8pm if necessary.

**Trade Stand Sizes:** **Please note you must adhere to the size of area pre-booked.** *If you think you will need more space please contact us.*

Half Stand Size: 2m depth x 1.5m frontage

Full Stand Size: 2m depth x 3m frontage

Double Stand: 2m depth x 4.5m frontage

**Accommodation:** Accommodation is available on a first come first serve basis. This must be booked in advance with the Accommodation Conference Office at Aberystwyth University Tel: 01970 621960; email: [conferences@aber.ac.uk](mailto:conferences@aber.ac.uk)

**Booking accommodation is separate to booking your Trade Stand. and must be booked by the Trade Stand holders and cannot be booked through the ICF.**

**Trade Stand Festival Tickets:** 2 tickets (wristbands) will be provided for each Trade Stand which will allow full access to the demonstrations, lectures etc. Ticket holders receive non transferable wristbands on arrival so please make sure that you have booked enough tickets for staff members who want to see events. **A limited number of discount-rate tickets are available to Trade Stand staff at £100 each.** Tickets are not needed for the trade stand area but will be needed for demonstrations, lectures and other events.

**Discounted Advertising Rates:**

All stands are included in a free listing in the **festival souvenir programme** given to each person attending the festival. We also offer the opportunity of advertising in our A4 format souvenir brochure at a discounted price. The brochure is given to all visitors to the festival and is also used as publicity in the years following the 2023 festival. Full remittance for adverts should be sent to me with a copy of the advert by **14<sup>th</sup> April 2023**, cheques made payable to *International Ceramics Festival Ltd*.

**Sponsorship Packages:**

For a higher show profile, tailor-made sponsorship packages are available to suit most budgets. Sponsorship of specific activities is unique to each festival. Please visit our website <http://www.internationalceramicsfestival.org/sponsors> for more information regarding these.

For more information about the festival or if you have any queries please do contact the festival office.

Cat Gardiner

Email: [administrator@icfwales.co.uk](mailto:administrator@icfwales.co.uk)

**International Ceramics Festival  
Aberystwyth Arts Centre  
Aberystwyth University  
Aberystwyth Ceredigion  
SY23 3DE**

**2023 International Ceramics Festival - Trade Stand Booking Form**

Company Name:
Address: Postcode:
Tel/Fax:
Email
Contact Name:
Contact Name during Festival
Contact Mobile Number during festival:

***I wish to reserve the following Trade Stand***

<b>STANDS</b>	<b>NUMBER REQUESTED</b>	<b>TOTAL COST</b>
Half Stand (2m depth x 1.5 meter frontage) @ £290 plus 2 free tickets included		
Full Stand (2m depth x 3 meter frontage) @ £420 plus 2 free tickets included		
Double Stand (2m depth x 4.5m frontage) @ £700 plus 2 free tickets included		

<b>TABLES</b>	<b>NUMBER REQUESTED)</b>	<b>TOTAL COST</b>
(approx 1.5m length x 80cm) <b>£10 each</b>		

<b>ELECTRICITY</b>	<b>REQUESTED? (amps required)</b>	<b>TOTAL COST</b>
<b>£30.00</b> per 13 amp outlet		
<b>£45.00</b> per 32amp outlet		

<b>EXTRA TICKETS</b>	<b>NUMBER REQUESTED</b>	<b>TOTAL COST</b>
2 per stand allowed @ discounted price of <b>£100 each</b>		
Extra Weekend Tickets to the Festival @ <b>£140</b>		

<b>ADVERTISING IN FESTIVAL BROCHURE</b> Design to be supplied by 14 <sup>th</sup> April 2023	<b>TOTAL COST</b>
Full Page @ £225 ( <i>without discount £275</i> )	
Half Page @ £165.00 ( <i>without discount £210</i> )	
Quarter Page @ £100.00 ( <i>without discount £135</i> )	

<b>TOTAL COST</b>	<b>TOTAL COST</b>
Stand	
Tables	
Electricity	
Extra Tickets	
Advertising	
TOTAL	
Less Deposit (please enclosed cheque for £150 made payable to International Ceramics Festival Ltd)	£150
<b>TOTAL DUE by 14<sup>th</sup> April 2023</b>	

*Please give a brief description of what you will display/sell on your stand:*

*Please indicate if you will be displaying heavy equipment.*

*Please indicate your preferred opening hours:*

9am-6pm	
9am-8pm	

**Please provide a basic sketch of your stand as it will look at the festival (.jpeg or .pdf format file]**

**Trade stands will be housed in the same area as some demonstrations.**

**Please mark X if you DO NOT want to be placed next to a demonstration area \_\_\_\_\_**

We try to place stands in the most suitable areas, to assist us with this please indicate if there are any other companies or trade stand types that you would prefer not to be placed next to (this information will remain confidential).

**CONDITIONS OF HIRE**

- Trade stands must be set up between **11am – 3pm Friday 30<sup>th</sup> June**  
To set up outside these hours please [administrator@icfwales.co.uk](mailto:administrator@icfwales.co.uk)  
Trade Stands must vacate space by **9am Monday 3<sup>rd</sup> July**.
- If you require electricity please specify the amp and amount of sockets needed on the attached booking form. It will not be possible to provide you with electricity unless you provide specific details.
- All electrical equipment brought onto site must be in a safe working condition and must have a valid PAT test to be used at the event
- If you will be displaying heavy goods please indicate this on the booking form and we will provide you with assistance moving items to and from the trade stand marquee.
- We allow the sale of ceramic pieces in certain circumstances (colleges, universities, groups) please contact us to check.
- ICF reserves the right to allocate trade stand space. This will be done on a first come first serve basis. Details of participating Trade Stands will be posted on our website [www.internationalceramicsfestival.org](http://www.internationalceramicsfestival.org) after the 30<sup>th</sup> April 2023.

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I have read and understood the conditions of hire and wish to book a stand as detailed above.

Signature:	Date:
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**Trade Stands Risk Assessment  
International Ceramics Festival 2023  
30<sup>th</sup> June - 2<sup>nd</sup> July 2023**

<b>CARRIED OUT BY (NAME)</b>			<b>DATE</b>		
<b>TASK/ACTIVITY</b>	<b>POTENTIAL HAZARD</b>	<b>PERSON(S) AT RISK</b>	<b>RISK LEVEL</b>	<b>CONTROL MEASURES</b>	<b>FURTHER ACTION</b>